Aviation Crew Hazardous Duty Incentive Pay (Multiple Entry)

Introduction:

This section provides the procedures for starting, changing, and stopping Aviation Crew & Non-Crew Hazardous Duty Incentive Pay. This entitlement is authorized to members, who under orders by competent authority, participate in regular and frequent aerial flights as Crew & Non-Crew members and who meet the requirements specified in the Pay Manual.

Reference:

Chapter 5 - U.S. Coast Guard Pay Manual COMDTINST 7220.39

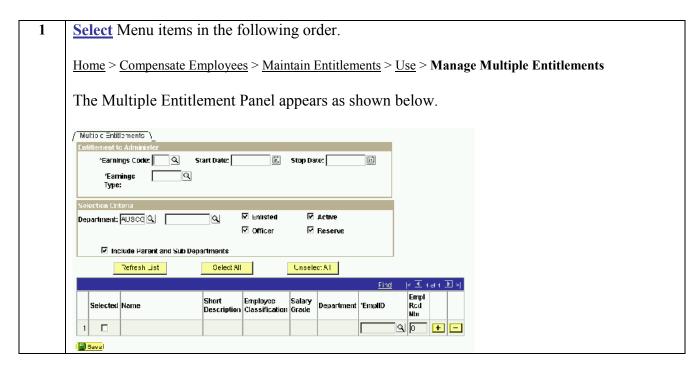
Single Entries

To make entries for few members or to make corrections and deletions, click <u>here</u> for instructions on making single entries.

Procedure:

Officers qualified for aviation service are not entitled to Hazardous Duty Incentive Pay but may be entitled to Aviation Career Incentive Pay.

Start CGHRMS, <u>sign-in</u> and follow these steps to start, stop, correct, or delete Aviation Crew HDIP.



2 Complete the "Entitlement to Administer" fields as outlined below.

Warning! Mistakes will require extensive single entry rework!!

Please Double Check Your Work Before Saving!

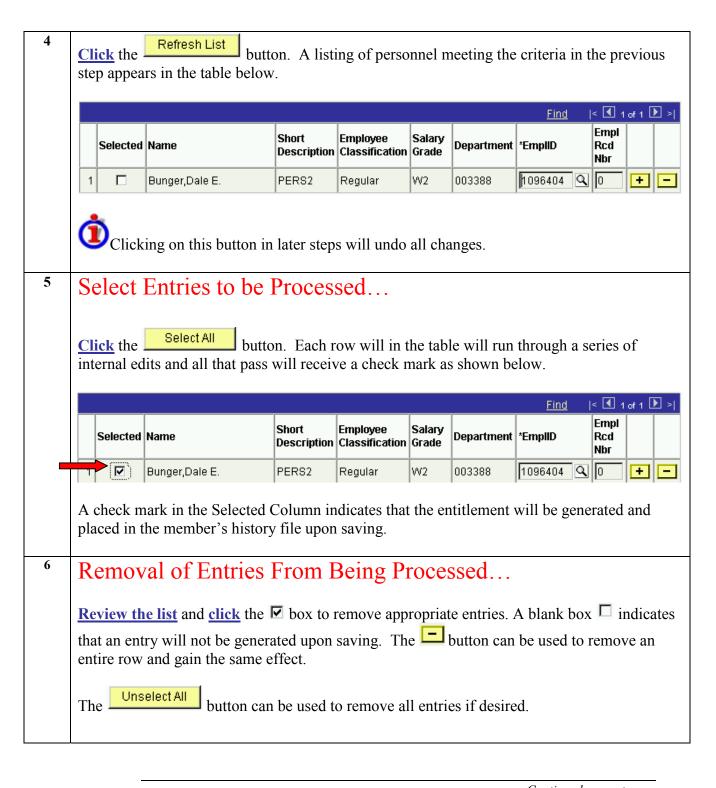
Type "CF1" in the Earnings Code field shown below or use the magnifying glass to search and select the Aviation Crew HDIP Earnings Code.

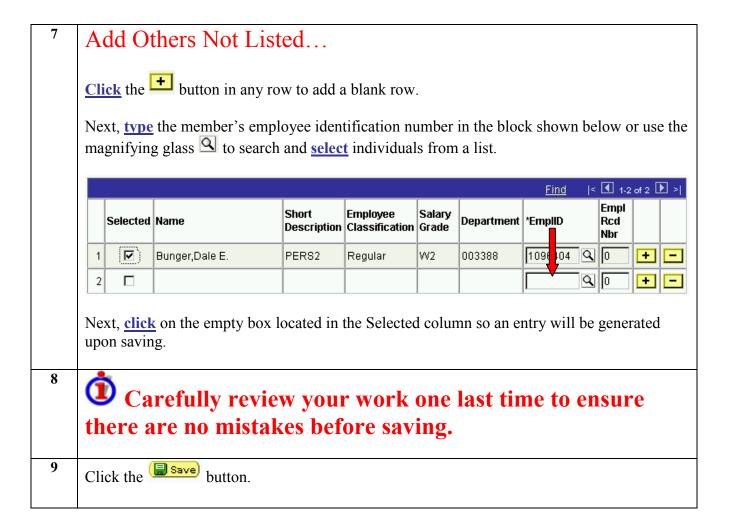


Complete the remaining fields as outlined below.

Field	Action
Start Date	Use the calendar button to select the desired date or enter the start date in MMDDYYYY format. Leave this field blank when stopping continuous Aviation Crew HDIP.
Stop Date	Use the calendar button to select the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated. Leave this field blank when entering continuous Aviation Crew HDIP.
Earnings Type	Type in the code if known or use the to search and select from a listing of available earning types. Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "HF1MTH" is selected.
Earnings Type	Pre-filled. Ensure the proper earnings type is shown.
Description	

Field	Action
Department	There are 2 lookup boxes located next to Department
	Leave the first box set to AUSCG (Active Duty USCG) as shown below.
	Department: AUSCG Q Q
	Type the Department Code in the 2 nd block shown below or use the search and select from a listing of available codes.
	Department: AUSCG Q
Enlisted	A checkmark ✓ indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box ☐ indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark ✓ indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box ☐ indicates officers have been removed from the selection criteria.
Reserve	A checkmark ✓ indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box ☐ indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark ✓ indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box ☐ indicates sub departments been removed from the selection
	criteria.





End